

MINUTES OF THE GOVERNING BODY MEETING

DATE: 29th November 2018 **TIME:** 5.00 pm

PRESENT: Mary Delger (Chair), Paul Adair (Headteacher), Sarah Wilson, Aisha Chowdhry, Muhammad Anam, Paola Nono, Holly Chapman, Susan Lorimer, Jonathan Warner

Also in attendance: S Fida (Clerk/SBM), Cllr Carlo Lusuardi

Training – Finance & Budget. Postponed.

Business

1. **Apologies** – Alan Murray, Mohan Pandian
2. **Authorised/Unauthorised Absence** – Governors agreed to authorise both of the above absences.
3. **Governing Board Membership** – Carlo Lusuardi and Holly Chapman were introduced by the Chair and were welcomed onto the Governing Board of Castlebar school with immediate effect.
4. **Terms of reference** – Amended. Governors discussed and approved the terms of reference.
5. **Membership of committees** – JW to join the SF&R. SW and HC to join CPP. CL will attend both committees before deciding which one to join.
6. **Register of Business Interests and Declarations of Pecuniary Interest:** No declarations made. CL and HC to complete declaration – action clerk
7. **Minutes of last full meeting** – The minutes were discussed and all actions confirmed as complete or in hand. The Chair signed the minutes and returned these to the clerk.
8. **Matters' arising from the last full meeting** – There were none
9. **Minutes of last committee meetings** – The Committee minutes were uploaded and available ahead of the meeting and were discussed. MD provided an update SF&R Committee (MP absent) and AC gave an update on the matters discussed at the CPP committee meeting.
10. **Feedback from Governor Visits** – Governors gave feedback on their termly school visit.
[A Governor asked what is the expectation around learning walks?](#) The Head replied that Governors are welcome to arrange a learning walk on the day of their committee meeting – this would involve them visiting some lessons or a school activity and reporting back on what they have observed.

School Improvement

11. **Head Teacher's Termly Report to Governors** – This was provided to Governors Prior to meeting. The HT went through the main areas of the report and Governors were given the opportunity to ask questions on the report. [A Governor asked what are 'EASIE sessions'](#) HC advised that this is an exercise programme that encourages the development of gross motor skills. The Head provided a staffing update on the current vacancies and the challenges the school are facing with recruitment. A safeguarding update was also provided; the Head commented that the arrangements put in place to cover the maternity absence of the school social worker has been successful. The Head reported that there are a small number of parents receiving shortbreaks funding (CSPDA)– a discussion followed. [Governors suggested the possibility of benchmarking CSPDA numbers with other schools.](#) Action
12. **School Improvement Plan – (SIP)** – The Head advised that there has been a lot of work around assessment following the Rochford Review – the present stage of which is the 7 areas of engagement. The curriculum maps have been reviewed to explore opportunities for a work-based curriculum. Castlebar are now rated as platinum for the healthy schools award scheme. A lot of work has been done around lesson study. Further amendments to the SIP are planned to include equality and diversity as well as incorporating any actions regarding improving accessibility.
13. **SEF** – Not discussed
14. **Quality Assurance – Teaching & Learning** – The school has completed class observations – the results were really pleasing. Observations highlighted the positive impact of staff as 'motivators' of children
15. **TS Update** –The TS newsletter was provided as part of the Heads report. The Head gave a brief update.
16. **DfE Workload Tool kit** – Head updated governors about this tool kit and how it might help to reduce teacher workload – it is an opportunity for reflection. [Q A governor asked what does the tool kit do?](#) Following a brief

discussion, the Head agreed to feed back at the next GB to clarify how this tool could be used and the possible benefits.

Reports/Decisions/Policies:

17. Budget – and funding update plus virements.

- Head provided finance update – outturn expected £180k.
- Additional Government funding is to be provided to part fund the 2018-19 teacher pay award.
- The employer's contribution to teacher pensions to rise in September and additional funding is anticipated.
- The support staff pay award has been agreed over 2 years and this has been factored into the budget.
- **A governor asked whether the increase in pupil numbers has had any negative affects.** The Head responded that taking additional pupils apart from adding to the class sizes, does lead to additional administration particularly commenting on additional paperwork and the annual review processes.
- Three school virements requiring full GB approval were presented and discussed. **Governors approved all 3.**

18. Residential trips 2018-19 – A cost statement was presented and the contributions needed from the school were discussed and agreed by Governors. The proposed trips for next year were agreed were; PGL, Woodrow and ACE camping.

19. Equality – public sector duties annual update. The Chair of Governors confirmed that the school have recently updated the action plan and that new equality actions will now be incorporated into the SIP.

20. GDPR audit report – The audit report was circulated ahead of the meeting and shows that the school is compliant across all areas. The actions have either been addressed or will be following the LA's review of their recruitment documentation.

21. Medical & FA Policy – The school have requested and have received confirmation that there is appropriate insurance in place. Governors discussed the Medical and First Aid Policy and agreed to approve this.

22. H&S Update – it was confirmed that the recent water sampling results are clear - no further concerns.

23. Classlinks – this was circulated as part of the heads report

24. Website Update – GIAS, Profiles & Attendance. Further updates needed to reflect newly appointed Governors – action SF

Training and Development

25. Training for Governors –

- Wrap training is scheduled on 12th March 2019, (approx. 1 hour). Governors are encouraged to attend.
- Budget and Finance training to be reschedule next term
- A course on the Strategic role of Governors is currently available to book on offer at CPD online
- Governors were provided with a guide on how to join up for CPD online and were reminded to contact the school should they wish to attend as there is a cost implication for the school.

26. Training Attended – See item 27 below

27. Governor induction & Appraisal. Both SL and JW attended induction training today with MD. The Chair will now arrange for induction training for HC and CL. Action.

28. Governor Dev day feedback – This was collected following the event.

Other Business

29. Directors Report – All Governors have been provided with the link to the latest director's report. This was discussed at the meeting. The Head provided a brief update on Ealing Learning Partnership. Schools need to indicate whether they will commit to this. The Head recommended that we sign up. The Head provided an update on the Mental health initiative and advised what has been put in place at Castlebar school. This includes the setting up of a wellbeing team. Each school will have a mental health first aider and training is being rolled out for all schools starting with high schools.

30. Correspondence to the Chair of Governors – None received.

31. Dates for the Diary: -

Spring Term Committee Meetings:

- Curriculum, Pupil & Parents Friday 1st February 2019 9.15am to 11.15am
- Staffing & Finance Resource Thursday 14th February 2019 9.15am to 11.15am
- **Full Governing Body – Spring Term Meeting:** – Thursday 14th March 2019 5pm – 7pm

Governors are invited to attend the Christmas Concert & bazaar on: Friday 14th December 2018 from 11am

Christmas Concert, lower school 11am Upper school 1.15pm

Wrap training on 12th March 2019 – All Governors are encouraged to attend

32. Any other business – the school has purchased 'MyConcern' safeguarding software.

The meeting finished at 6.30pm

Minutes approved by:

Mary Delger
Chair of Governors

Sharon Fida
Clerk to the Governing Body

Actions Agreed - Details	Assigned To
Budget & Finance training for Governors to be rescheduled to Spring Term	SF
Induction needed for HC & CL	MD
School to arrange to benchmark CSPDA numbers with other schools	PA
New governors – clerk to oversee vetting checks and to circulate declaration of pecuniary interests forms	SF
School improvement plan to be updated to incorporate Equality and accessibility actions	MH
DFE toolkit feedback for Spring Term GB	PA